



*State of North Carolina
Department of Public Safety
Division of Prisons*

Chapter: A
Section: .0300
Title: **Appearance and Grooming Regulations**
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POLICY AND PROCEDURE

.0301 GENERAL

Employees of the North Carolina Division of Prisons are public servants with protective responsibilities. A high standard of professionalism shall be maintained consistent with safety and security standards and the correctional environment in which employees work. While on duty, employees, to include contractual employees with the exception of independent contractors, shall adhere to the acceptable standards of dress and grooming as set forth within this policy.

Appearance and grooming standards are based on several elements including safety and security, neatness, cleanliness, safety, professional correctional image, and uniformity in appearance and standards. The standards established here are not intended to be overly restrictive nor are they designed to isolate Division of Prisons' personnel from society. The limits set forth are reasonable, enforceable, and insure that personal appearance contributes to a favorable correctional image.

It is the responsibility of the Deputy Director, Assistant Directors, Division Chiefs, Region Directors, and Facility Heads to ensure that staff under their supervision are in compliance with the appearance and grooming regulations as set forth in this policy.

The difference between men's and women's appearance policies recognizes the difference between the sexes; IE. side burns for men, different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women would not be in the Division of Prisons' best interest and is not a factor in the assurance of equal opportunity. In an effort to recognize the diversified roles for employees of the Division of Prisons, appearance and grooming standards are arranged in four categories listed below:

- (a) Category I - Uniformed Custody and Food Service Personnel
Uniformed correctional officer, lead correctional officer, sergeant, lieutenant, captain, and assistant superintendent at field units (optional), should follow the appearance and grooming standards listed for Category I employees.
- (b) Category II – Non uniformed Administrative/Management
Non uniformed Administrative/Management staff including Division Director, Deputy Director, Assistant Directors, Division Chiefs, Region Directors, Region Operation Managers, Wardens, Deputy Wardens, Associate Wardens, Facility Administrators, Superintendents, Assistant Superintendents and Regional and Facility Administrative Officers should dress in professional attire which is generally defined as attire that is considered to be appropriate in a conventional, conservative business setting. (i.e. dresses, dress shirts, dress pants, ties and scarves) Men's and women's suits and sport coats may be worn as deemed appropriate based on the setting or event.

When tasks such as audits or inspections are conducted, administrative/management staff may dress in business casual attire or appropriate attire which meets the nature of the assignment.

(c) Category III- Other Personnel With Direct / Frequent Inmate Contact

Non uniformed custody employees including unit managers, assistant unit managers, food service managers III/IV and non-custody employees including program staff, health care providers, mental health providers, maintenance personnel and other job classes with duties involving direct and frequent contact with inmates should follow the appearance and grooming standards listed for Category II employees.

(d) Category IV- Non-Uniformed Personnel With Minimal Inmate Contact

Non-uniformed employees with minimal inmate contact may include but are not limited to facility clerical, fiscal, administrative, and personnel staff, and region/central office staff. Each facility or section head will be responsible for making final determination regarding employees classified in this category that should follow the appearance and grooming standards for Category IV employees. Whenever the nature of their duties requires Category IV employees to work within the confines of a facility or in direct contact with inmates, Category IV employees are expected to adhere to the same standards on jewelry, clothing, and makeup consistent with Category III employees. Category IV employee should not be required to modify differences between Category II and Category IV employees such as hair length or fingernail length that would require a permanent modification.

Superintendents, administrators, wardens and other Division of Prisons managers who provide management oversight of uniformed and non-uniformed personnel will have vested discretion in matters of grooming and personal appearance regarding the interpretation and application of these established guidelines. As designated by the Director of Prisons, the Chief of Executive Services to the Director will serve as the contact person that facility heads and other Division of Prisons managers may contact to help them with the interpretation and application of this policy.

.0302 APPEARANCE STANDARDS

(a) Category I:

- (1) Correctional line-staff positions at the rank of Captain and below, except where specifically approved by the Director of the Division of Prisons, are required to wear the standard white uniform shirt of the Division of Prisons. The wearing of a uniform by Assistant Correctional Superintendents (pay grade 69) is optional.
- (2) White uniform shirts will be provided for Assistant Correctional Superintendents (optional), Captains, Lieutenants and Food Service Managers I, II. Navy uniform shirts will be issued to Sergeants, Lead Correctional Officers, Correctional Officers and Food Service Officers.

- (3) The standard Department of Public Safety patch will be affixed to the left and right shoulder of the approved garment, 1 1/4" from the shoulder seam to the center point of the emblem. Members of the Prison Emergency Response Team will be authorized to wear a PERT patch affixed to the left shoulder in lieu of the standard Department of Public Safety patch. Members of the Drug Interdiction Team will be authorized to wear a DIT patch affixed to the left shoulder above the existing patch.
- (4) The insignia for the rank of Food Service Manager I, Food Service Manager II, Lieutenant and above will be sewed on and may be worn on the collar. Chevrons for the Sergeant and Lead Correctional Officers should be placed on the sleeve of the uniform shirt, 1/2 inch below the shoulder patch. Sewn on shield gold color insignia may be worn on the collar of the cruiser coat.
- (5) Uniforms should be clean, pressed and serviceable. The uniform should be worn in its entirety in the performance of duties, and should not be worn for non-duty activities. Examples of non-duty activities include but are not limited to purchasing or consuming alcoholic beverages while in uniform, attending social functions, movies or sporting events, or wearing during secondary employment.
- (6) Female officers may wear the authorized uniform skirt as authorized by the facility/section manager.
- (7) Pregnant officers may wear the standard DOP maternity jumper or a maternity pant and maternity shirt provided through the Central Supply. Maternity uniform shirts may be worn outside the uniform pants as designed. Shirts and pants may be exchanged for larger sizes as needed during pregnancy.
- (8) Uniform staff have the option to wear long or short sleeve shirts. Uniform sleeves should be worn as manufactured and may not be rolled up or altered in length.
- (9) When wearing a uniform shirt with an open collar, only the top button may be unbuttoned. Visible clothing worn under the white uniform shirt is limited to a plain white tee shirt / thermal shirt or a solid black "dickie" or mock turtleneck shirt. These items of clothing will not be furnished by the department but may be purchased at the employee's expense. Visible clothing worn under the navy uniform shirt is limited to a plain navy or black tee shirt / thermal shirt or a solid black "dickie" or mock turtleneck shirt. These items of clothing will not be furnished by the department but may be purchased at the employee's expense.
- (10) Wearing a cap is an employee option and caps will not be issued to employees unless specifically requested by the employee. The standard uniform headgear upon request by the employee will be the baseball style cap issued through Central Supply with either mesh or closed top, depending on the season of the year. Dark blue plain (no have a bib, bill, tassel, logo etc.) toboggans are approved. This item of headgear will not be furnished by the department but may

be purchased at the employee's expense. The Pershing style cap will no longer be authorized for purchase, but may continue to be worn by those currently wearing it.

- (11) All uniformed custody and food service staff will be required to carry a whistle while on duty.
- (12) A navy colored Velcro nametape will be supplied by the facility/section and worn on the right side of the uniform, immediately above the pocket for all navy uniform shirts. The nametape should be limited to the employee's last name stitched in shield gold lettering.
A plain white colored Velcro nametape will be supplied by the facility/section and worn on the right side of the uniform, immediately above the pocket for all white uniform shirts. The nametape should be limited to the employee's last name stitched in navy lettering.

The only other authorized sewn on insignia or symbols for the duty uniform will be the C.O. Mentor insignia, C.S.T.P insignia. The Firearms pin style insignia will not be furnished by the department but may be purchased at the employee's expense for wear. The only other authorized pin style insignia that may be worn on the duty uniform will be the North Carolina Criminal Justice Certification pin.

- (13) All belts should be 1 3/4 inches wide, black in color with a plain brass color buckle with no ornaments or logos allowed. Sam Brown duty belts are authorized to be worn by uniformed custody staff. Sam Brown duty belts must be black nylon or leather. Duty belts will not be furnished by the department but may be purchased at the employee's expense.

(b) Category III & IV:

- (1) Employees should dress in a manner that will ensure their personal safety and project a professional, modest, conservative image. While on duty, employees may wear either business casual or professional attire; however, the attire must be appropriate, neat, compatible with the correctional environment and should not detract from the overall mission of the Agency. Any attire that is of extreme design, revealing in nature, or that conveys messages of a derogatory or offensive nature through language, logos, or symbols is prohibited. This includes signs or symbols of apparent membership in a Security Threat Group as evidenced by tattoos or other signs or symbols of membership in such groups. Non-certified staff are prohibited from wearing the uniform Lightweight Jacket.
 - (A) Business casual is generally defined as attire that is less formal in nature than professional attire but that remains appropriate for a conservative office environment.

- (B) Professional attire is generally defined as attire that is considered to be appropriate in a conventional, conservative business setting. (i.e., men's and women's suits, sport coats, dresses, dress shirts, dress pants, ties, and scarves)
- (2) When an employee is on duty and the employee's job requires appearance in a court of law, representing the Agency in an official capacity, or attending official functions, the employee is expected to wear appropriate professional attire unless an exception is granted by the employee's supervisor. A factor in determining the requirement for business casual attire in lieu of professional attire may be based on the normal attire of the customer, business, or agency involved in the meeting.
- (3) Examples of acceptable apparel for employees to wear at work include dress slacks/skirts to include khaki style slacks/skirts, a dress shirt/blouse, polo style shirts, turtlenecks, suits, (types include pant, skirt and dress) dresses, etc. Skirts/dresses may be no shorter than the top of the kneecap and slacks should be mid-calf length. Shirrtails shall normally be tucked in unless designed to be worn otherwise. Spaghetti strap camisoles or tank tops must be worn under a shirt, sweater, or jacket. Ties are optional and the shirt collar may be worn opened. Only the top button may be unbuttoned.
- (4) Examples of unacceptable apparel for employees to wear at work are any style/color of jeans, overalls, shorts, muscle shirts, t-shirts, sweat/wind suits, military type clothing (except as authorized in section .0303), skirts/dresses shorter than the top of the kneecap or slacks that are not at least mid-calf length. Slacks, dresses, sweaters, and blouses should not be form-fitting or revealing. Spaghetti straps or backless garments, tube tops, halter tops, midriff tops, sheer or see-through clothing are prohibited. Any exception to the above referenced guidelines for special duties or events except as authorized by this policy, require prior authorization of the facility/section manager.
- (5) Health Care Providers:
 - (A) Division of Prisons employees including contractual health care providers who provide hands-on direct patient care should be authorized uniforms issued in accordance with DOC Fiscal Policy and Procedures .4006.
 - (B) Employees who do not have direct patient care with the exception of medical records clerks are not authorized to wear the Health Care uniform. Medical records Clerks may wear the standard medium blue scrub suits issued health care providers but must purchase these scrub suits from the DOC Central Supply Warehouse.
- (6) Maintenance Personnel:
 - (A) All maintenance staff including managers and trades supervisors not

including administrative support staff, should comply with the standards for Category III: Other Personnel with Direct/Frequent Inmate Contact.

- (B) All maintenance trades personnel and supervisors with the exception of personnel classified as facility maintenance managers, facility maintenance supervisors, and electronic / telecommunications support group supervisors, shall be issued maintenance uniforms. Uniforms for building construction superintendents may be optional as determined by the regional maintenance manager.
- (C) While maintenance personnel are involved with work on a routine basis that is likely to soil the uniform, it is expected that the maintenance uniform will be neat and clean at the start of each work day. The uniform should be worn in its entirety in the performance of duties, and should not be worn for non-duty activities. Examples of non-duty activities include but are not limited to purchasing or consuming alcoholic beverages while in uniform, attending social functions, movies or sporting events, etc.
- (D) Wearing a cap is an employee option and caps will not be issued to an employee unless specifically requested by the employee. The standard uniform headgear upon request by the employee will be the baseball style cap issued through Central Supply with either mesh or closed top, depending on the season of the year. Dark blue plain (no have a bib, bill, tassel, logo etc.) toboggans are approved. This item of headgear will not be furnished by the department but may be purchased at the employee's expense. An approved hard hat will be worn when required by the nature of the work or work site.
- (E) All personnel assigned maintenance duties will wear safety shoes when in a working status.

(c) Authorized Footwear

- (1) Category I - Authorized footwear should be the 5.11 A.T.A.C. black -boots of leather and nylon composition. All boots must present a polished appearance. When boots or oxford shoes are worn, only plain black socks are permitted. If white socks must be worn for purposes of foot hygiene, they should be worn under the black socks. (Refer to DOC Fiscal Policy .4009 for shoe purchasing and replacement guidelines.) Females wearing the skirt may wear a plain black toe shoe of oxford type. These shoes will not be provided by the Department.
- (2) Category II, III, IV - Shoes must present an image of professional business attire appropriate for working in a correctional environment and not create any safety / security concerns. Tennis shoes, sandals, and thongs are not considered appropriate footwear. Exceptions may be granted for female employees to wear dress sandals as long they do not create any safety / security concerns, and for

health care staff and recreation staff to wear athletic shoes as a part of their standard uniform.

(d) Jewelry

Conservative jewelry is authorized for all personnel and shall be limited so as not to detract from the work environment or the official/professional presentation of the employee and should not present a safety hazard. Jewelry may be worn within the following guidelines:

(1) Rings:

- (A) Category I, III - No more than one ring may be worn on each hand except that a combination engagement and wedding band may be worn by female employees. Rings are not authorized for wear on thumbs. Rings which restrict the wearing of gloves, shooting of firearms, have sharp projections which snag or cut, or otherwise create an undue hazard may not be worn while on duty.
- (B) Category II, IV - Conservative jewelry should be limited so as not to detract from the work environment or the official/professional presentation of the employee and should not present a safety hazard.

(2) Necklaces/Bracelets/Watches:

- (A) Category I - Necklaces and chains, whether worn by male or female, are to be concealed while on duty. Necklaces and chains of sufficient strength, which may choke the employee, should not be worn while on duty. One wrist watch and a conservative style medical alert identification necklace or bracelet will be considered acceptable jewelry. Ankle bracelets are not authorized while in uniform. No other visible body rings or jewelry except as allowed by this policy are authorized to be worn while on duty.
- (B) Category III - Necklaces and chains, whether worn by male or female, will be limited to one visible necklace and one visible bracelet. Necklaces and chains of sufficient strength, which may choke the employee, should not be worn while on duty. One wrist watch and a conservative style medical alert identification necklace or bracelet will be considered acceptable jewelry. Ankle bracelets are not authorized while on duty. No other visible body rings or jewelry except as allowed by this policy are authorized to be worn while on duty.
- (C) Category II, IV - Conservative jewelry should be limited so as not to detract from the work environment or the official/professional presentation of the employee and should not present a safety hazard.

(3) Earrings:

- (A) Category I, III - Female employees may wear one pair of simple clip-on or stud type earrings, one centered on each earlobe. For safety purposes no hoop, dangling or oversized earrings may be worn. Earrings that detract from the professional appearance should not be worn. Male employees are not authorized to wear any form of earring while on duty.
- (B) Category II, IV - Earrings for female employees will constitute the only visible body piercing ornaments allowed. Male employees are not authorized to wear any form of earring while on duty.

(4) Body Piercing:

- (A) All Categories: - Body piercing jewelry other than earrings as listed in section .0302 (3) which is visible anytime while on duty and/or in uniform is prohibited.

.0303 GROOMING STANDARDS

- (a) To enhance public respect and recognition, all employees shall strive to keep a neat, well-groomed, professional appearance while on duty. Attention to personal hygiene is a requisite when on duty. Visible signs or symbols of apparent membership in a Security Threat Group as evidenced by tattoos or other signs or symbols of membership in such groups are prohibited.

(1) Hair:

Hair for both male and female will be clean, neatly trimmed, and present a professional image. All employees' hair must be of a natural color (i.e., blond, black, brown, red, or gray and not such that would diminish the professional uniform appearance. Fluorescent or unnatural dyed hair colors (i.e., purple, green, orange, etc.) are not acceptable. Hairstyles that may be considered "fads" or "special hairstyles" or "designs" are prohibited. Wigs and hairpieces may be worn for cosmetic reasons or to cover natural baldness or physical disfigurement. Wigs, hairpieces, or weaves shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in this policy.

(A) Category I

Males: The hair length for the sides may cover a small portion of the top of the ears. The hair should not fall over the ears when it is combed. The hair length for the back may touch the top edge of the collar. The hair length for the front may touch the eyebrows, but should not be visible while the hat is worn. No "rat tails", ponytails, Mohawks, racing stripes, sidewalls, braided, plaited or carved figures/initials are allowed. Hairstyles must not hinder the correct wearing of the hat. Hats are to be worn straight away and will not be tipped forward, backward, or to either side.

Females: Hairstyles must be worn in a neat, conservative and professional appearance at all times. Short to mid length hair may be worn and with no restrictions on the hair falling below the collar. However, if long hair is preferred, the hair should be worn up and secured so as not to interfere with wearing of the hat or present a security or safety concern. Hair may be worn with "bangs", but they should not be visible while the hat is worn. Hair may be "braided or plaited" if the style presents a neat conservative and professional appearance. Hair clasps, barrettes or fasteners may be worn but must correspond with hair color and must not be conspicuous. Hairnets (exception granted for food service personnel), ribbons, beads, and non-functional hair ornaments may not be worn. Spray on substances (other than hair spray), colors or glitter are prohibited. Hairstyles must not hinder the correct wearing of the hat if worn. Hats are to be worn straight away and will not be tipped forward, backward, or to either side.

(B) Category III:

Males: The hair length for the sides may cover a small portion of the top of the ears. The hair should not fall over the ears when it is combed. The hair length for the back may touch the top edge of the collar. The hair length for the front may touch the eyebrows. No "rat tails", ponytails, Mohawks, racing stripes, sidewalls, braided, plaited or carved figures/initials are allowed.

Females: Hairstyles must be worn in a neat, conservative and professional appearance at all times. Hair may be "braided or plaited" if the style presents a neat conservative and professional appearance. Hair clasps, barrettes or fasteners may be worn. Hairnets (exception granted for food service personnel), ribbons, beads, and non-functional hair ornaments may not be worn. Spray on substances (other than hair spray), colors or glitter are prohibited.

(C) Category II, IV - Must be neat, clean, groomed and present a professional image for working in a correctional environment. For males, no "rat tails", Mohawks, racing stripes, sidewalls, or carved figures/initials will be allowed.

(2) Facial Hair:

(A) All Categories - Beards, goatees, and sideburns may be no more than 1/2" in length and should be neatly trimmed and groomed. Mustaches, by themselves, may not extend beyond the corner of the mouth or upper lip line on the ends. Handlebar mustaches are not authorized. Managers may require clean shaven appearance based on certain duty assignments requiring the use of personal protective equipment such as Scott Air Packs, or other personal protective equipment in compliance with

standards and proper facial fit test for the equipment that they are expected to use.

(3) Fingernails:

- (A) Category I - Fingernails should be clean, trimmed and may not extend more than 1/4 inch beyond the tips of the finger. Fingernail polish, if worn, should be clear, translucent pastels, or beige's which are conservative. Ornaments, or "stick-on's" are prohibited. Only one color of polish may be worn at a time.
- (B) Category III - Fingernails should be clean, trimmed and may not extend more than 1/4 inch beyond the tips of the finger. Ornaments, or "stick-on's" are prohibited. Only one color of polish may be worn at a time.
- (C) Category II, IV - Must present a professional appearance that does not take away from the professional appearance of correctional personnel.

(4) Cosmetic Makeup:

- (A) Category I - If worn, makeup worn by employees must be conservative both in appearance and application so as to be consistent with the uniform concept. Makeup should blend in with the natural color of the skin.
- (B) Category III - If worn, make up worn by employees must be conservative both in appearance and application and appropriate for the correctional environment.
- (C) Category II, IV - Makeup shall be limited so as not to detract from the work environment or the official/professional presentation of the employee.

(5) Colognes and Perfumes:

- (A) Colognes and perfumes, if worn, shall be used in moderation.

.0304 STANDARD ISSUE

- (a) Division of Prisons Legend. The following should be utilized by Correctional Facilities to determine location of purchase for specific uniform items:

Code	Meaning
CE	Purchased through Correction Enterprises
OV	Outside Vendor Purchase /Not available through Correction Enterprise
WH	Purchased through Central Warehouse – Regular Stock

- (b) Standard Issue. The following depicts the standard issue for approved uniforms within the Division of Prisons.

(1) Correctional Officers

- (A) 3 Navy-Officer Trouser pants (WH)
- (B) 6 Navy Shirts with shoulder patches (employee option on sleeve length) (WH)
- (C) 1 Cruiser Coat (WH)
- (D) 1 Lightweight Jacket (WH)
- (E) 1 5.11 Black A.T.A.C. Boots
- (F) 1 Belt 1 ¾”– Black with Standard Buckle (WH)
- (G) 1 Brass Whistle and Gold Color Chain (WH)
- (H) 1 Glove Pouch (WH)
- (I) 1 Baseball style Correctional Cap (employee option) (WH)
- (J) 1 Foul Weather Hat (employee option based on assignment) (WH)
- (K) 2 Velcro Nametape – DOC provided (CE)
- (L) 1 Raincoat (as needed based on assignment) (WH)

(2) Highway Work Crew – Field Squad

- (A) 5 BDU Pants – Navy Blue (CE) *road/field squads convert to navy blue once existing stock is depleted)
- (B) 10 Navy Blue Shirts (employee option on sleeve length) (WH)
- (C) 2 Velcro Nametape – DOC provided (WH)
- (D) 1 Cruiser Coat (WH)
- (E) 1 Lightweight Jacket (WH)
- (F) 1 5.11 Black A.T.A.C. Boots (WH)
- (G) 1 Belt 1 ¾ inch – Black with Standard Buckle (WH)
- (H) 1 Wide Brim Campaign or Baseball Style Correctional Cap (WH)
- (I) 1 Raincoat (WH)
- (J) 1 Navy Insulated Coveralls (WH)

(3) Bus Transportation Officers

- (A) 5 BDU Pants - Navy Blue (CE)
- (B) 10 Navy Blue Shirts (employee option on sleeve length) (WH)
- (C) 1 Velcro Nametape – DOC provided (CE)
- (D) 1 Cruiser Coat (WH)
- (E) 1 Lightweight Jacket (WH)
- (F) 1 5.11 Black A.T.A.C. Boots (WH)
- (G) 1 Belt 1 ¾” – Black with Standard buckle (WH)
- (H) 1 Wide Brim Campaign or Baseball Style Correctional Cap (WH)
- (I) 1 Raincoat (WH)
- (J) 1 Navy Insulated Coveralls (WH)

(4) Bridge Officers

- (A) 5 Green Field Trousers (OV)
- (B) 10 Green Field Shirts - 5 long sleeve and 5 short sleeve (OV)
- (C) 1 Parks Service style Coat – Hip Length (OV)
- (D) 1 Lightweight Jacket (WH)
- (E) 1 Logger High Top Boots (OV)
- (F) 1 Belt 1 ¾” - Black with Standard Buckle (WH)
- (G) 2 Baseball style Correctional Cap (WH)
- (H) 2 Green Field Coveralls – 1 winter and 1 summer weight (OV)
- (I) 2 Velcro Nametape – DOC provided (CE)

(5) K-9 Handlers – Tracking

The K-9 Subdued Patch will sewn on by the K-9 Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DOC badge patch will be sewn vertically above the center of the left jacket pocket allowing 1 inch spacing.

- (A) 5 BDU Bottoms – Digital Camouflage (CE)
- (B) 5 BDU Tops – Digital Camouflage (CE)
- (C) 5 Black Short Sleeve Tee Shirts, DOC Badge and screen printed with **K-9 Officer** (OV)
- (D) 5 Black Long Sleeve Sweatshirts, DOC Badge and screen printed with **K-9 Officer** (OV)
- (E) 1 Raincoat (WH)
- (F) 1 Foul Weather Cap (WH)
- (G) 2 5.11 Black A.T.A.C. Boots (WH)
- (H) 1 Baseball style Cap – Regular cap (OV)
- (I) 10 Shoulder Patches (OV)
- (J) 5 Cloth Name Tapes (OV)
- (K) 5 Cloth Badges (OV)
- (L) 1 Nylon Black 1 ¾” Duty Belt (OV)

Subject to availability of funds

(6) K-9 Handlers – Narcotics

The K-9 Subdued Patch will sewn on by the K-9 Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DOC badge patch will be sewn vertically above the center of the left jacket pocket allowing 1 inch spacing.

- (A) 5 BDU Bottoms – Digital Camouflage (CE)
- (B) 1 Sage Green 5.11 pants (OV)
- (C) 5 BDU Tops – Digital Camouflage (CE)
- (D) 5 Black Short Sleeve Tee Shirts, DOC Badge and screen printed with **K-9 Officer** (OV)
- (E) 2 Black Polo Short Sleeve Shirts, DOC Badge embroidered with ¼ lettering **DIVISION OF PRISONS, K-9 OFFICER** (OV)
- (F) 5 Black Long Sleeve Sweatshirts, DOC Badge and screen printed with **K-9 Officer** (OV)
- (G) 1 Raincoat (WH)
- (H) 1 Gortex Jacket (5.11 Agressor Parka Black) (OV)
- (I) 1 Foul Weather Cap (WH)
- (J) 1 5.11 Black A.T.A.C Boots (WH)
- (K) 1 Baseball style Cap (OV)
- (L) 10 Shoulder Patches (OV)
- (M) 5 Cloth Name Tapes (OV)
- (N) 5 Cloth Badges (OV)
- (O) 1 Nylon Black 1 ¾” Duty Belt (OV)

Subject to availability of funds

(7) Prison Emergency Response Team (PERT)

The PERT Subdued Patch will sewn on by the PERT Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DOC badge patch will be sewn vertically above the center of the left jacket pocket allowing 1 inch spacing.

- (A) 3 BDU Bottoms – Digital Camouflage (CE)
- (B) 3 BDU Tops – Digital Camouflage (CE)
- (C) 3 Khaki Short Sleeve Tee Shirts, DOC Badge and screen printed with **PRISON EMERGENCY RESPONSE TEAM** (OV)
- (D) 1 Navy Blue PT Shorts (OV)
- (E) 1 Navy Blue Sweat Suit (OV)
- (F) 1 Rain Coat (WH)
- (G) 1 Long Underwear (OV)

- (H) 1 Foul Weather Cap (WH)
- (I) 1 5.11 Black A.T.A.C. Boots (WH)
- (J) 1 Nylon Black 1 ¾" Duty Belt (OV)
- (K) 1 Baseball Style Cap – Black with subdued badge (OV)
- (L) 6 Shoulder Patches (OV)
- (M) 3 Cloth Name Tapes (OV)
- (N) 3 Cloth Badges (OV)

Subject to availability of funds

(8) Special Operations Response Team (SORT)

The SORT Subdued Patch will sewn on by the SORT Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DOC badge patch will be sewn vertically above the center of the left jacket pocket allowing 1 inch spacing.

- (A) 3 BDU Bottoms – Digital Camouflage (CE)
- (B) 3 BDU Tops – Digital Camouflage (CE)
- (C) 1 Sage Green Nomex Flight Suit (OV)
- (D) 1 Baseball Style Cap – Digital with Approved Lettering (OV)
- (E) 1 "Boonie" Hat – Digital Camouflage (OV)
- (F) 1 5.11 Coyote A.T.A.C. Boots
- (G) 3 Black Short Sleeve Tee Shirts, DOC Badge and screen printed with **SPECIAL OPERATIONS RESPONSE TEAM** (OV)
- (H) 2 Khaki Short Sleeve Tee Shirts, DOC Badge and screen printed with **SPECIAL OPERATIONS RESPONSE TEAM** (OV)
- (I) 1 Black Long Sleeve Tee Shirt, DOC Badge and screen printed with **SPECIAL OPERATIONS RESPONSE TEAM** (OV)
- (J) 1 Black Sweat Suit (OV)
- (K) 1 Black PT Shorts (OV)
- (L) 1 Nylon Black 1 ¾" Duty Belt (OV)
- (M) 1 5.11 Aggressor Parka Sage Green (OV)
- (N) 4 Cloth Name Tapes (OV)
- (O) 4 SORT Tapes (OV)
- (P) 4 Cloth Badges (OV)
- (Q) 8 Shoulder Patches (OV)

Subject to availability of funds

(9) Hostage Negotiation Team

The HNT Subdued Patch will sewn on by the HNT Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DOC badge patch will be sewn vertically above the center of the left jacket pocket allowing 1 inch spacing.

- (A) 2 BDU Bottoms – Digital Camouflage (CE)
- (B) 2 BDU Tops – Digital Camouflage (CE)
- (C) 2 Wine Color Short Sleeve Polo Shirts, (DOC Badge Embroidery)
DIVISION OF PRISONS writing over top of badge and
HOSTAGE NEGOTIATION TEAM writing under badge. (OV)
- (D) 2 Khaki Trousers with Cargo Pockets (OV)
- (E) 1 Baseball style Cap (with approved lettering HNT) (OV)
- (F) 1 Foul Weather Jacket (WH)
- (G) 1 Raincoat (WH)
- (H) 1 Belt 1 ¾” – Black with Standard Buckle (WH)
- (I) 1 Navy Blue Sweat Suit (OV)
- (J) 1 Navy Blue PT Shorts (OV)
- (K) 1 5.11 Black A.T.A.C. Boots (WH)
- (L) 1 Thermal Underwear (OV)

Subject to availability of funds

(10) Special Operations Target Interdiction Team (Sniper)

The SOTIT Subdued Patch will sewn on by the SOTIT Officer on the left shoulder in the center of the sleeve 1 inch below the shoulder seam. The subdued DOP Patch will be sewn on the center right sleeve 1 inch below the shoulder seam. The subdued DOC badge patch will be sewn vertically above the center of the left jacket pocket allowing 1 inch spacing.

- (A) 2 BDU Bottoms – Digital Camouflage (CE)
- (B) 2 BDU Tops – Digital Camouflage (CE)
- (C) 2 Brown Short Sleeve Tee Shirts, DOC Badge and screen printed
with **SPECIAL OPERATIONS TARGET INTERDICTION**
TEAM (OV)
- (D) 1 Raincoat (WH)
- (E) 1 Long Underwear (OV)
- (F) 1 Foul Weather Cap – M65 Digital Camouflage (OV)
- (G) 1 5.11 Coyote A.T.A.C. Boots (OV)
- (H) 1 Digital Camouflage “Boonie” Hat (OV)
- (I) 4 Should Patches (OV)
- (J) 2 Cloth Name Tapers (OV)
- (K) 2 Cloth Badges (OV)
- (L) 1 Belt 1 ¾” - Black with Standard Buckle (WH)

Subject to availability of funds

(11) Honor Guard

- (A) 1 Stratton Hat (OV)

- (B) 1 Dress Blouse Coat (OV)
- (C) 2 Dress Pants (OV)
- (D) 1 Military Style Belt With Buckle (Gold in Color) (OV)
- (E) 1 Bates Low Quarter Shoes (OV)
- (F) 1 London Fog Trench Coat (OV)
- (G) 2 Velcro Name Tags (OV)
- (H) 1 Pair - Shoulder Boards (OV)
- (I) 1 Shoulder Cord – Gold (OV)
- (J) 1 Neck Tie – Black (WH)
- (K) 1 Tie Bar (OV)
- (L) 2 White Shirts - Short Sleeve (OV)
- (M) 2 White Shirts - Long Sleeve (OV)
- (N) 12 DOC Honor Guard Patches - Black & Gold (OV)
- (O) 1 DOC Coat Badge (WH)
- (P) 1 DOC Cap Badge (WH)
- (Q) 1 Pair White Gloves (Replaced as Needed) (OV)

(12) Food Service

- (A) 4 Navy Officer Trouser pants (WH)
- (B) 8 Shirts; with shoulder patches (employee option on sleeve length) (WH)
- (C) 1 5.11 Black A.T.A.C. Boots (WH)
- (D) 1 Brass Whistle and Gold Color Chain (WH)
- (E) 1 Cruiser Coat (WH)
- (F) 1 Lightweight Jacket (WH)
- (G) 1 Lab Coat (WH)
- (H) 1 Belt 1 ¾" – Black with Standard Buckle (WH)
- (I) 2 Baseball style Correctional Cap (one mesh and one closed top) (WH)
- (J) 1 Name Tag with credentials title (for dieticians)
- (K) 1 Raincoat (as needed) (WH)
- (L) 1 Lab Coat (optional for dietician) (WH)
- (M) 2 Velcro Nametape – DOC provided (CE)

(13) Health Care staff

- (A) Health Care staff, other than Dental Care, are authorized:
 - (i) 6 medium blue scrub suits or optional medium blue scrub jumpers. (WH)
 - (ii) 2 white lab coats, or two (2) medium blue jackets. *A combination of one (1) white lab coat and one (1) medium blue jacket is authorized, if requested by the employee.* (WH)
 - (iii) one light-weight jacket or heavy coat worn by custody staff (WH)

(B) Dental Care employees shall be authorized:

- (i) 10 medium blue scrub suits (WH)
- (ii) 2 white lab coats, or two (2) medium blue jackets. *A combination on one (1) white lab coat and one (1) medium blue jacket is authorized, if requested by the employee. Authorization may be granted to have spare scrub suits on site for changing contaminated scrub suits as necessary.* (WH)
- (iii) one light-weight jacket or heavy coat worn by custody staff (WH)

(C) Shoes: (Refer to DOC Fiscal Policy .4009 for purchasing and replacement guidelines.)

(D) Name Tag with credentials title – (required by North Carolina General Statutes)

(14) Maintenance Staff

- (A) 5 Maintenance Pants – Navy (WH)
- (B) 10 Maintenance Shirt – White w/ Blue Stripes (employee option on sleeve length)
- (C) 1 Maintenance Jacket – Navy
- (D) 1 Lightweight Jacket (WH)
- (E) 1 Cruiser Coat (WH)
- (F) 1 Belt 1 ¾” – Black with Standard Buckle (WH)
- (G) 2 Baseball style Correctional Caps (one mesh and one closed top) (WH)
- (H) 1 Safety Shoes (or cash reimbursement not to exceed allowance)
- (I) 2 Coveralls (as needed for specified work, 1 lightweight and 1 insulated)
- (J) 1 Raincoat (WH)

(15) Recreation Staff (Full Time Recreation Duties)

- (A) 4 Navy - Officer Trouser Pants (WH)
- (B) 8 White Short Sleeve Polo Shirts (DOC Logo Embroidery) **DIVISION OF PRISONS** writing over top of logo and **RECREATION** writing under logo. (CE)
- (C) 1 Athletic Shoes (OV)
Partial issue for part-time recreation staff

(16) DOP Instructors (Firearms)

- (A) 2 BDU Bottoms – Blue (CE)
- (B) 2 BDU Tops – Blue (CE)

- (C) 1 Baseball style Correctional Cap (WH)
 - (D) 2 Red Short Sleeve Polo Shirts (DOC Logo Embroidery)
DIVISION OF PRISONS writing over top of logo and
INSTRUCTOR writing under logo. (CE)
 - (E) 1 5.11 Black A.T.A.C. Boots(WH)
Subject to the availability of funds
- (17) DOP Instructor of CRDT, Straight Baton and OC Spray
- (A) 2 Red Short Sleeve Polo Shirts (DOC Logo Embroidery)
DIVISION OF PRISONS writing over top of logo and
INSTRUCTOR writing under logo. (CE)
 - (B) 2 BDU Bottoms – Blue (CE)
 - (C) 1 Athletic Shoes (OV)
Subject to the availability of funds
- (18) General Instructors and instructors other than named in items 16 and 17 above.
- (A) 2 Red Short Sleeve Polo Shirts (DOC Logo Embroidery)
DIVISION OF PRISONS writing over top of logo and
INSTRUCTOR writing under logo. (CE)
Subject to the availability of funds
- (19) Housekeeping Staff (where applicable)
- (A) 6 Scrub Suits w/ DOP Shoulder Patch (Navy) (OV)
 - (B) 1 Shoes (Safety) (OV)
- (20) Drug Interdiction Team
- (A) 1 Baseball style Cap as approved by the Chief of Security (OV)
 - (B) 2 Navy Blue BDU bottoms (CE)
 - (C) 1 Grey Short Sleeve Polo Shirts (DOC Badge Embroidery)
DIVISION OF PRISONS writing over top of badge and
DRUG INTERDICTION TEAM writing under badge (CE)
 - (D) 1 Grey Long Sleeve Sweatshirt (DOC Badge Screen Print) (OV)
Subject to the availability of funds
- (21) Security Services Certified Staff
- (A) 5 SS 5.11 Navy Blue Performance Polos (DOC Badge Embroidery)
DIVISION OF PRISONS writing over top of badge and
SECURITY SERVICES writing under badge lettering. Synthetic
non-fading material with pen and lapel mic. pockets.
 - (B) 2 LS 5.11 Navy Blue Performance Polos (DOC Badge Embroidery)
DIVISION OF PRISONS writing over top of badge and

-
- SECURITY SERVICES** writing under badge lettering.
Synthetic non-fading material with pen and lapel mic. pockets.
- (C) 5 5.11 Khaki Tactical Pants (OV)
 - (D) 1 5.11 Coyote A.T.A.C. Boots (OV)
 - (E) 1 5.11 Aggressor Parka (Coyote/Black) (OV)
 - (F) 1 Nylon Coyote Belt (Blackhawk or 5.11) (OV)
- (22) State Emergency Response Team (SERT)
- (A) 2 Royal Blue Short Sleeve Polo (DOC Logo Embroidery)
DIVISION OF PRISONS writing over top of logo and **SERT**
writing under logo. (CE)
 - (B) 2 5.11 Khaki Tactical Pants (OV)
 - (C) 1 5.11 Coyote A.T.A.C. Boots (OV)
 - (D) 1 Nylon Coyote Belt (Blackhawk or 5.11) (OV)
- (23) Facility Intelligence Officers
- (A) 4 Navy Blue BDU pants (CE)
 - (B) 8 Grey Short Sleeve Polo Shirts (DOC Badge Embroidery)
DIVISION OF PRISONS writing over top of badge and
FACILITY INTELLIGENCE OFFICER writing under badge.
(CE)
Subject to the availability of funds
- (24) Personal Polo purchases from Correction Enterprise
- (A) Staff may personally purchase any of the five available colors: white, red, navy, royal and/or grey from Correction Enterprise
 - (B) Shirts for personal use may only be purchased with State Seal Embroidery logo.
 - (C) Division of Prisons staff may not personally purchase any items offered by Correction Enterprises with the DOC Badge or DOC logo.
 - (D) Personally purchased items with state seal may not be worn to work as part of the employees official work attire or uniform without approval of the facility head.

(25) Breakdown of Polo Shirts worn by Division of Prisons personnel:

GROUP	LOGO	POLO COLOR	WRITING	LETTER SIZE
Narcotics Canine Officers	DOC Badge Left Chest	Black – OV	DIVISION OF PRISONS K-9 OFFICER – GOLD	¼ inch
Facility Intelligence Officers	DOC Badge Left Chest	Grey – CE	DIVISION OF PRISONS FACILITY INTELLIGENCE OFFICER – GOLD	¼ inch
Drug Interdiction Team	DOC Badge Left Chest	Grey – CE	DIVISION OF PRISONS DRUG INTERDICTION TEAM – GOLD	¼ inch
Hostage Negotiation Team	DOC Badge Left Chest	Wine – OV	DIVISION OF PRISONS HOSTAGE NEGOTIATION TEAM – GOLD	¼ inch
SERT	DOC Logo Left Chest	Royal - CE	SERT – GOLD	1 inch
Security Services	DOC Badge Left Chest	Navy – OV	DIVISION OF PRISONS SECURITY SERVICES – GOLD	¼ inch
Instructors	DOC Logo Left Chest	Red - CE	INSTRUCTOR – GOLD	½ inch
Recreation	DOC Logo Left Chest	White - CE	RECREATION – GOLD	½ inch
Personal Purchase	State Seal	Any Color	Any Lettering – Any color	N/A

DOC LOGO



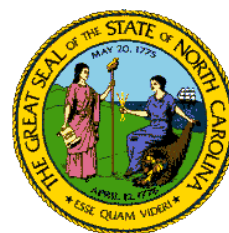
2 ¾ inches height
2 ¾ inches width

DOC BADGE

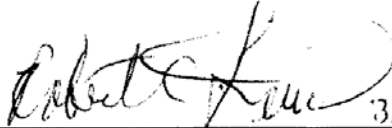


3 ¾ inches height
2 ½ inches width

STATE SEAL



2 ¾ inches height
2 ¾ inches width


 Director of Prisons Date

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